

STATE OF NEW JERSEY
COMMUNITY SERVICES BLOCK GRANT PROGRAM
STATE PLAN - FISCAL YEAR 2003



State of New Jersey
James E. McGreevey, *Governor*

Department of Community Affairs
Susan Bass Levin, *Commissioner*

TABLE OF CONTENTS

A.	ADMINISTRATIVE STRUCTURE	1
	1. State Administrative Agency	1
	2. Eligible Entities	3
	3. Distribution and Allocation of Funds	6
B.	DESCRIPTION OF CRITERIA AND DISTRIBUTION FORMULA	6
C.	DESCRIPTION OF DISTRIBUTION AND USE OF RESTRICTED FUNDS	8
	1. Allocation and Use of Funds	8
	2. Coordination and Integration of Programs	8
D.	DESCRIPTION OF DISTRIBUTION AND USE OF DISCRETIONARY FUNDS	9
E.	DESCRIPTION OF USE OF ADMINISTRATIVE FUNDS	9
F.	STATE COMMUNITY SERVICES PROGRAM IMPLEMENTATION	10
	1. Program Overview	10
	2. Community Needs Assessment	13
	3. Tripartite Boards	14
	4. State Charity Tax Program	14
	5. Programmatic Assurances	14
G.	FISCAL CONTROLS AND MONITORING	17
	1. State Program Monitoring	17
	2. Corrective Action, Termination and Reduction of Funding	19
	3. Fiscal Controls, Audit, and Withholding	20
H.	ACCOUNTABILITY AND REPORTING REQUIREMENTS	21
	1. Results Oriented Management and Accountability	21
	2. Annual Report	21

A. ADMINISRATIVE STRUCTURE

1. State Administrative Agency

a. Role of the State Designated Agency

The New Jersey Department of Community Affairs (DCA) was designated to administer the Community Services Block Grant in FY'82 under the provisions of Public Law 97-35, Omnibus Budget Reconciliation Act of 1981 (OBRA); Public Law 98-668, Human Services Re-authorization Act of 1986; July 6, 1982, Federal Register, "Block Grant Programs: Final Rules;" October 13, 1987, Federal Register, amendment to the "Block Grant Programs: Final Rules;" Public Law 101-501, Augustus F. Hawkins Human Services Re-authorization Act of 1990; P. L. 103-252, Human Services Amendments of 1994 and the Poverty Income Guidelines as required under Section 673(2) of the Act. The DCA funds twenty-seven agencies that have successfully administered a wide variety of community programs.

The Community Services Block Grant (CSBG) program will provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in New Jersey. The activities will be directed toward assisting low-income participants, including low-income children and the elderly poor. A common theme among the local service providers is the active participation of the low-income community, in tandem with public officials and leaders of the private sector, in the design and implementation of programs.

The State Plan (Plan) was prepared to comply with all statutory requirements for receiving a CSBG allotment. The Plan will be available for public review at www.nj.gov/dca/dhcr/ and in DCA prior to and after submission to the Secretary of the U.S. Department of Health and Human Services (HHS).

The Plan sets forth the State's policy goals and objectives, the requirements grantees must meet to qualify for funds, and the procedures the State intends to implement in administering the program.

The function of the DCA, as the lead agency for the state, is to allocate and administer funds to eligible community based organizations, which offer essential services having an immediate impact on the primary needs of low-income individuals and a potentially measurable impact on the causes of poverty. To the extent possible, the State will work with designated agencies to advocate efforts to address the causes of poverty. The DCA will not develop policies beyond those absolutely necessary to insure program and fiscal accountability. In addition to the basic requirements contained in contracts between DCA and its grantees, all CSBG grantees will receive numbered Program Policy Bulletins (PPBs) modifying policies and procedures on an "as needed" basis. The provisions of OMB Circular A-102, A-110, A-128, A-133, A-087 and A-122 will apply to the administration of the program where relevant.

b. New Jersey CSBG Goals and Objectives

To the maximum extent practical, CSBG funds are intended to help reach the goal of ameliorating the causes and symptoms of poverty. For FY 2003 the DCA will utilize funds appropriated for the Community Services Block Grant Program to provide for the implementation of the following objectives that work to reach the goal and which meet the requirements of Section 672.

- i. To make administrative support funds available to eligible entities serving the State's 21 counties in appropriate relation to the size of the overall program and other available administrative funds.
- ii. To help eligible entities to become more efficient by assisting them to coordinate and cooperate with other State agencies, local and county governments, the private sector, and other social service providers.
- iii. To encourage eligible entities to continue programs, within the limits of the agencies' resources, that demonstrates benefit to the community, and to develop new programs that will bring additional resources into the agency.
- iv. To strengthen efforts to collect and analyze data related to poverty, services provided and client characteristics for the purpose of emphasizing programs addressing the causes of poverty.
- v. To advocate on behalf of low-income people on policy issues which affect them.
- vi. To provide training and technical assistance to eligible entities to ensure that quality services are provided.

Priority will be given to projects that produce innovative long-term solutions in the following specific areas:

1. Welfare to work opportunities under "Work First New Jersey";
2. Neighborhood revitalization and resident empowerment;
3. Economic development and job creation initiatives;
4. Health programs: e.g. dental and medical services, lead screening, AIDS awareness, prevention of substance abuse, etc.; and
5. Individual Development Account (IDA) program development and/or expansion.

2. Eligible Entities

New Jersey's Plan for the use of FY 2003 CSBG funds is formulated on the expectation that not less than 90% of the funds allotted to the State under Section 674 must be made available to eligible entities as defined in Section 673(1), as amended. Actual distribution will depend upon Congressional appropriation of CSBG funds.

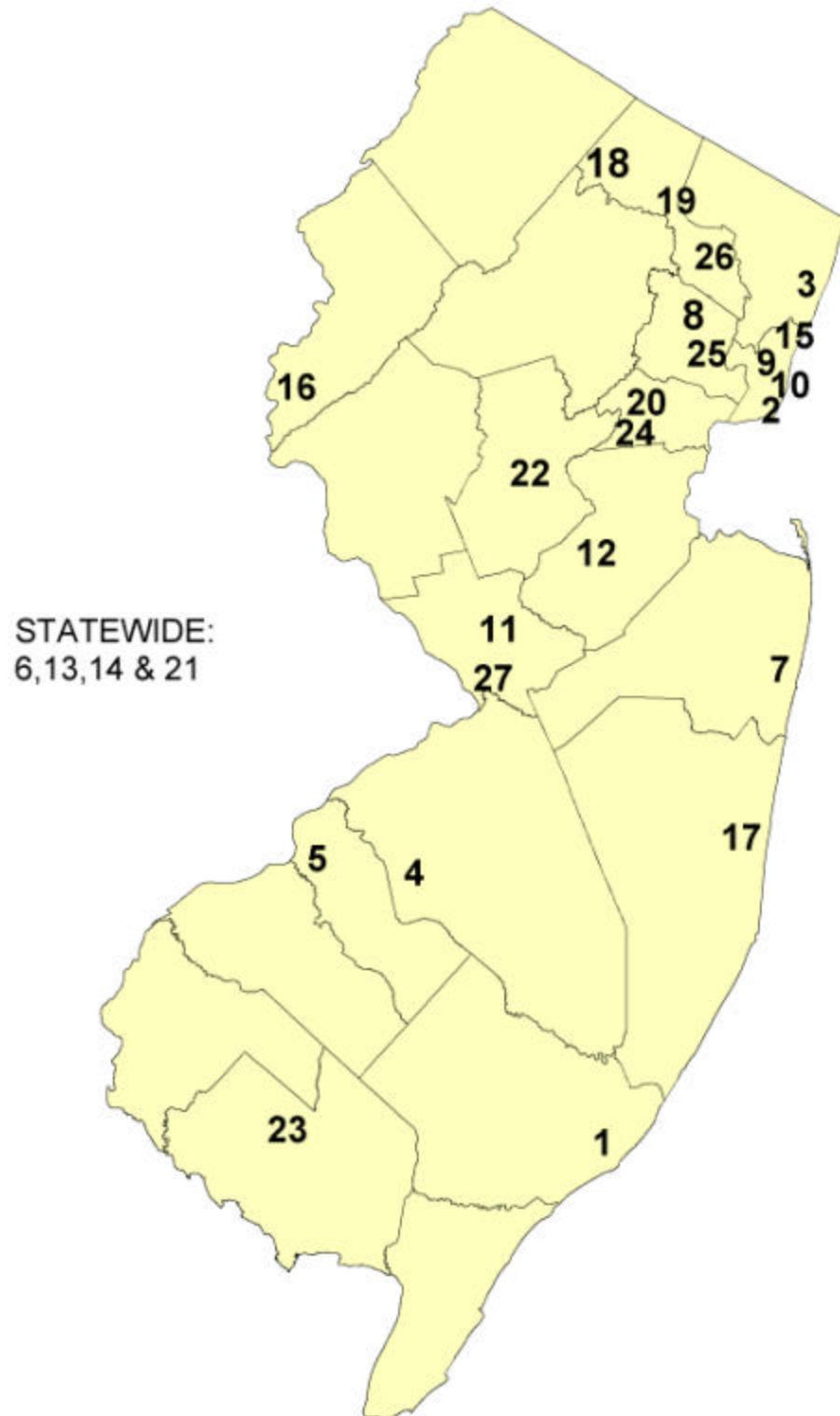
a. New Jersey Community Action Agencies (CAAs) & Limited Purpose Agencies (LPAs)

- | | |
|---|---|
| 1. Atlantic Human Resources, Inc. (AHR)
One South New York Avenue
Suite 303
Atlantic City, NJ 08401 | 7. Check-Mate, Inc.
550 Cookman Avenue
Asbury Park, NJ 07712 |
| 2. Bayonne Economic Opportunity Foundation, Inc. (BEOF)
555 Kennedy Boulevard
PO Box 1032
Bayonne, NJ 07002 | 8. Essex County
Department of Citizen Services
Division of Community Action
50 South Clinton Avenue 3 rd Fl.
East Orange, NJ 07018 |
| 3. Bergen County Community Action Program, Inc. (Bergen CAP)
241 Moore Street
Hackensack, NJ 07601 | 9. Hoboken Organization Against Poverty & Economic Stress, Inc. (HOPES)
124 Grand Street
Hoboken, NJ 07030 |
| 4. Burlington County Community Action Program, Inc. (Burlington CAP)
718 Route 130 South
Burlington, NJ 08016 | 10. Jersey City Office of Grants Administration and Compliance
30 Montgomery Street - 4 th Fl.
Jersey City, NJ 07302 |
| 5. Camden County Council On Economic Opportunity, Inc. (Camden OEO)
538 Broadway
Camden, NJ 08103 | 11. Mercer County
Division of Community Health and Senior Services
M ^c Dade Administration Building
640 South Broad Street
P.O. Box 8068
Trenton, NJ 08650-8068 |
| 6. Comité de Apoyo a los Trabajadores Agrícolas (CATA) (LPA)
4 South Delsea Drive
P.O. Box 510
Glassboro, NJ 08028 | 12. Middlesex County Economic Opportunities Corporation, Inc. (MCEOC)
1215 Livingston Avenue
PO Box 7365
North Brunswick, NJ 08902 |

- | | |
|--|---|
| <p>13. New Jersey Association on Correction, Inc. (NJAC) (LPA)
986 South Broad Street
Trenton, NJ 08611</p> | <p>21. Powhatan Renape Nation (LPA)
P.O. Box 225
Rancocas, NJ 08073-0225</p> |
| <p>14. New Jersey Community Action Association, Inc. (NJCAA) (LPA)
227 East Hanover Street
Trenton, NJ 08608</p> | <p>22. Somerset Community Action Program, Inc. (SCAP)
429 Lewis Street
P.O. Box 189
Somerset, NJ 08875-0189</p> |
| <p>15. North Hudson Community Action Corporation, Inc. (North Hudson CAC)
5301 Broadway
West New York, NJ 07093</p> | <p>23. Tri - County Community Action Agency, Inc. (Tri-County CAA)
110 Cohansey Street
Bridgeton, NJ 08302</p> |
| <p>16. Northwest NJ Community Action Program, Inc. (NORWESCAP)
350 Marshall Street
Phillipsburg, NJ 08865</p> | <p>24. Union County
Department of Human Services
Administration Building 4th Floor
Elizabethtown Plaza
Elizabeth, NJ 07207</p> |
| <p>17. Ocean Community Economic Action Now, Inc. (OCEAN, Inc.)
40 Washington Street
P.O. Box 1029
Toms River, NJ 08753</p> | <p>25. United Community Corporation, Inc. (UCC)
31 Fulton Street
Newark, NJ 07102</p> |
| <p>18. Passaic County
Department of Human Services
401 Grand Street
Paterson, NJ 07505</p> | <p>26. United Passaic Organization (UPO)
41 Myrtle Street
Passaic, NJ 07055</p> |
| <p>19. Paterson Task Force for Community Action, Inc. (PTF)
155 Ellison Street
Paterson, NJ 07505</p> | <p>27. United Progress, Inc. (UPI)
162 West State Street
Trenton, NJ 08608</p> |
| <p>20. Plainfield Action Services
510 Watchung Avenue
Plainfield, NJ 07060</p> | |

b. Geographic areas served

The DCA currently contracts with twenty-three CAAs and four LPAs, as defined in Section 673(1) of P.L.97-35. Low-income persons throughout the State receive assistance through any one of the twenty-seven grantees or the grantees' delegate agency(ies).



3. Distribution and Allocation of Funds

CSBG funding in FY 2002 was provided with proportional increases to each agency as required under the Federal appropriations bill.

The following agencies received base funding as indicated:

<u>AGENCY</u>	<u>CSBG Funding</u>
AHR	\$ 860,289
BEOF	\$ 167,279
BERGEN CAP	\$ 876,220
BURLINGTON CAP	\$ 438,110
CAMDEN OEO	\$1,202,811
CATA	\$ 71,691
CHECK-MATE	\$ 720,094
ESSEX CO.	\$ 876,220
HOPES	\$ 246,935
JERSEY CITY	\$ 916,048
MERCER CO.	\$ 207,107
MCEOC	\$ 788,598
NJAC	\$ 200,734
NJCAA	\$ 100,367
NORTH HUDSON CAC	\$ 726,466
NORWESCAP	\$ 629,285
OCEAN, INC.	\$ 716,907
PASSAIC CO.	\$ 231,003
PTF	\$ 645,216
PLAINFIELD ACTION SERVICES	\$ 223,038
POWHATAN RENAPE NATION	\$ 52,573
SCAP	\$ 207,107
TRI-COUNTY CAP	\$ 947,911
UNION CO.	\$ 669,113
UCC	\$2,222,412
UPO	\$ 231,003
UPI	\$ 756,735

B. DESCRIPTION OF CRITERIA AND DISTRIBUTION FORMULA

Beginning with CSBG funds provided to New Jersey under the federal FY 2000 budget, allocations of the 90% of those funds mandated to go to "eligible entities" (i.e. Community Action Agencies) were determined by a revised and more appropriate formula. This revised formula reflected each agency's prior year funding level, its percentage of the State's low-income population, its success at leveraging other funds to support and expand the CSBG program, and its overall performance as a CAA. Under this revised formula, eligible entities will be held harmless at 90% of their base funding levels for the prior funding year. In any years where less funding is appropriated than can provide funding at these levels:

- For geographically discrete eligible entities, reductions will be inversely proportional to each agency's percentage of New Jersey's 125% poverty population according to the most recent national decennial census, and will be further weighted by each agency's base funding level.
- For LPAs whose CSBG authorized geographic areas of service overlap with other eligible entities, reductions should be at the same percentage as is reflected in the statewide reduction.

In any years where more funding is appropriated than is needed to maintain 90% of prior year funding levels, funds in excess of those needed to maintain those levels will be applied as follows:

1. New Jersey's 125% Poverty Population:

50% of the additional funds will be allocated to certain New Jersey's geographically discrete eligible entities in a continuing effort to bring their base CSBG funding in line with their geographic catchment area's percentage of the State's 125% poverty population according to the most recent national decennial census. Should sufficient funds to reach that objective ever be provided, this 50% category or any remaining portion thereof will be allocated to all of New Jersey's geographically discrete eligible entities in proportion to their percentage of New Jersey's 125% poverty population according to the most recent national decennial census, as well as to all LPA in proportion to their percentages of the prior year's statewide CSBG allocation.

2. Leveraging:

25% of the additional funds will be allocated to New Jersey eligible entities in relation to their success during the most recent fully reported contract year at leveraging other funds to further support and expand the CSBG program. A full explanation of what constitutes "leveraging" under this funding formula component, how it will be determined for annual incorporation into the formula, and exactly how it will effect the formula in determining each agency's allocation can be found in New Jersey DCA Office of Community Services Program Information Memorandum No. 99-101.

3. Performance:

25% of the additional funds will be allocated to New Jersey eligible entities in relation to their levels of performance during the most recently completed contract year. A full explanation of what constitutes "performance" under this funding formula component, how it will be determined for annual incorporation into the formula, and exactly how it will effect the formula in determining each agency's allocation can be found in New Jersey DCA Office of Community Services Information Memorandum No. 99-101.

While federal budget language prohibited New Jersey from utilizing its formula in FY'02, it is planned to resume utilizing the formula in FY'03.

C. DESCRIPTION OF DISTRIBUTION AND USE OF RESTRICTED FUNDS

1. Allocation and Use of Funds

New Jersey will distribute at least ninety percent (90%) of the funds allocated to the State to eligible entities as defined in Section 675(1).

Funds awarded to grantees pursuant to this plan must be utilized to ensure compliance with Section 675C of the Community Services Block Grant Act. A contract between the DCA and each grantee will govern the individual use of funds. The DCA may condition the agencies' receipt of CSBG funds on such terms as it deems appropriate provided the terms are consistent with the federal law governing the Block Grant.

The DCA will require justification that the proportion of administrative funds is in appropriate relation to the amount of overall program and other administrative funds available. Toward this end, a policy addressing administrative cost limits was developed, and distributed to designated agencies. This has been incorporated into the annual CSBG/CAA Request for Proposals.

2. Coordination and Integration of Programs

It is the Department's intent to:

- a. Maximize resources available to the local CSBG service network by locating agencies which might provide planning assistance and/or cooperative programming. For example, utilizing the Department's Office of Housing Advocacy to provide partnerships between local developers and Community Action Agencies in the rehabilitation and construction of low and moderate income housing, the Office of Community Services will assist in facilitating such coordination and integration. In addition, the Department will provide information to subgrantees on sources of funding for direct community services in order for them to better coordinate services with the local recipients of such funds.
- b. Encourage and facilitate active participation of its CSBG funded eligible entities as well as appropriate discretionary grantees in cooperation/collaboration with Departmentally administered State programs and initiatives. Examples include, IDA Program, Playground Safety Matching Grant Program, and affordable housing information and advocacy programs.
- c. Initiate projects to reduce service duplication and wasted resources. Promote coordination between eligible entities and the private sector, as well as increase coordination between the DCA and other relevant departments of state government.
- d. Ensure that each community action agency or nonprofit private organization has an active tripartite board. In the case of a public organization receiving funds, such an organization must either establish (1) a board of which at least one-third of members are persons chosen in accordance with democratic selection procedures to represent the poor (2) use some other mechanism specified by the State to assure low-income citizen participation in the planning, administration and evaluation of projects.

D. DESCRIPTION OF DISTRIBUTION AND USE OF DISCRETIONARY FUNDS

An amount not greater than 5% of the State's allocation will be reserved for State priorities and special initiatives as determined by the Commissioner of the DCA. The DCA anticipates priority initiatives including, but not necessary limited to, the following:

1. Statewide training and/or technical assistance needs;
2. Projects addressing State or Departmental priorities (including Governor's priorities) identified in the applicable CSBG State Plan;
3. Projects of statewide significance demonstrating quantifiable results;
4. Projects (local, regional or statewide) of a pilot or demonstration nature with strong potential for meaningful replication, if proven viable;
5. Programs targeted to CSBG purposes needing one-time gap filling or bridge funding with a clear likelihood of continued operation following termination of such temporary assistance;
6. Other one-time expenditures strongly justified by need, lack of alternative funding, and likely impact on issues inherent in the CSBG.

It is anticipated that, as in previous years, a mix of solicited and unsolicited proposals will share in the available funding. Also as in previous years, CSBG eligible entities (CAAs) will be among the agencies awarded discretionary funding.

E. DESCRIPTION OF USE OF ADMISTRATIVE FUNDS

An amount not greater than 5% of the State's allocation will be reserved to defray the State's expenses to administer the Block Grant.

The following is a breakdown of the State's administrative expenses for FY 2002 CSBG allocation.

FY 2002 Award - \$17,701,412 5% Administrative Funds - **\$885,070**

Salaries	\$579,250
Fringes (25.85%)	\$149,736
Indirect Cost (11%)	<u>\$ 63,717</u>
	\$792,703

Non – Personnel (Travel, Training, Equipment, Subscription, Consumable Supplies, Printing Postage, Telephone)	<u>\$ 92,367</u>
	\$885,070

F. STATE COMMUNITY SERVICES PROGRAM IMPLEMENTATION

1. Program Overview

The New Jersey CSBG Program awards annual CAA contracts consistent with the authorized 24-month federal award period. The DCA will distribute FY 2003-2004 CSBG Requests for Proposals to all eligible organizations during May 2002 with a August 1, 2002 due date for submittal of applications. Applications will be reviewed by the DCA in the order in which they are submitted. Every attempt will be made to provide assistance to applicants having difficulty completing the application. Formal notice of grant awards will be made as completed applications are reviewed and approved for funding.

a. The Service Delivery System

All eligible agencies are mailed a Request for Proposal (RFP) that meets the application requirements of DCA and of the CSBG Act. Applicants are required to submit such fundamental information as a description of the agency's service area, demographic information, a description of the causes of poverty in the area, a current assessment of the needs of the population to be served, quantified goals and objectives, a description of programs to be operated, a list of members of their Boards of Directors and the sectors represented, and proposed budgets. In addition, applicants are required to project the number of clients to be served by each program, and a listing of all other sources of funds, amounts, and purposes of grants received are also required.

i. Types of Programs Operated by CSBG Recipients

The following are, in alphabetical order, examples of CSBG-supported programs:

Alcoholism Services	Counseling, Detoxification Centers, Health screening for alcoholics
Consumer Fraud	To provide assistance on consumer issues
Education	AIDS awareness and other S.T.D.S Career development, Consumer education, Crime prevention, Family planning, Nutrition Sanitation, Day Care
Emergency Assistance	Provide for food, clothing, shelter, heat, utilities and transportation in an emergency
Energy	Appropriate Technology, Conservation, Energy Assistance, Weatherization
Food and Nutrition	Food Pantries, Emergency Food, Distribution (TEFAP), WIC, Food Co-ops, Home Delivered Meals, Nutrition Education, Community Gardens

Head Start	Childcare
Health Care	Counseling and referrals for care of indigent, Dental and Health screening, Pre and postnatal care
Housing Services	Counseling: co-op, tenant groups, home ownership, family budgeting, home maintenance. Encourage landlords to provide low-income housing. Maintain lists of low-income housing available. Relocation aid. Operation of shelters for the homeless. Transitional housing
Legal Aid	Referral to Legal Services, Public Advocate and other public interest legal counselors
Outreach and Referral to Social Service	Coordinate a network referral system for major social services and other programs offering assistance to the indigent, elderly, handicapped. Information dissemination translation services for non-English speaking persons
Senior Citizens	Counseling, Foster Grandparents Recreation, Retired Senior Volunteer Program
Transportation	Reduced fare programs on public transit
Unemployment	Counseling, Job banks, Transportation to interviews Job Training, Small Business Development
Youth Employment	Counseling, Training
Other Examples	Programs designed to reach distinct population groups such as: Hispanics, Indians and new immigrants. These programs include employment, education, housing, etc., activities

ii. Geographical Service Area

<u>AGENCY *</u>	<u>AREA SERVED</u>
AHR	Atlantic & Cape May Counties
BEOF	City of Bayonne (Hudson Co.)
BERGEN CAP	Bergen County
BURLINGTON CAP	Burlington County
CAMDEN OEO	Camden County
CATA (FARM WORKERS)	Statewide
CHECK-MATE	Monmouth County
ESSEX CO.	Essex County (ex. City of Newark)
HOPES	City of Hoboken (Hudson Co.)
JERSEY CITY	City of Jersey City (Hudson Co.)
MERCER CO.	Mercer County (ex. City of Trenton)
MCEOC	Middlesex County
NJAC	Statewide
NJCAA	Statewide Association
NORTH HUDSON CAC	Hudson County (ex. Cities of Bayonne, Hoboken & Jersey City)
NORWESCAP	Hunterdon, Morris, Somerset Sussex & Warren Counties
OCEAN, INC.	Ocean County
PASSAIC CO.	Passaic County (ex. Cities of Passaic & Paterson)
PTF	City of Paterson (Passaic Co.)
PLAINFIELD ACTION SERVICES	City of Plainfield (Union Co.)
POWHATAN RENAPE NATION	Statewide
SCAP	Somerset County
TRI-COUNTY CAP	Cumberland, Gloucester & Salem Counties
UNION CO.	Union County (ex. City of Plainfield)
UCC	City of Newark (Essex County)
UPO	City of Passaic (Passaic County)
UPI	City of Trenton (Mercer County)

b. Linkages

The New Jersey Community Action network coordinates and establishes linkages between governmental and other social services programs to ensure the effective delivery of such services to low-income individuals and to avoid duplication of such services.

c. Coordination with Other Public and Private Resources

It is the intent of the State to promote community based planning and encourages the use of entities in the private sector of the community in efforts to ameliorate poverty in

* See pages 3 & 4 for complete agency name and address

the community. Low-income persons in New Jersey's twenty-one (21) counties are currently served by twenty-seven (27) community based agencies, including the Powhatan Indians of the Delaware Valley. Given our diversified population and needs, it is in the best interest of the State to permit program diversity provided that local priorities are consistent with the intent and requirements of the CSBG Act.

The State already encourages its designated agencies to coordinate their planning and service delivery with each county's Human Services Advisory Council (HSAC) planning process. Such coordination would insure that local resources are used effectively to address the most pressing needs of low-income people. The State also considers the annual statewide Human Service Advisory Council (HSAC) needs assessment in establishing priorities for the use of CSBG discretionary funds. Priorities from previous years' HSAC assessments include education, job training and economic development, all of which address the causes of poverty.

The State will also coordinate employment and training activities with entities providing activities through statewide and local workfare investment systems under the Workforce Investment Act of 1998.

d. Innovative Community and Neighborhood-based Initiatives

The State encourages thru its monitoring that local agencies identified as eligible for funding provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in the areas to be served and remove obstacles which block achievement of self-sufficiency thru the implementation of innovative programs.

2. Community Needs Assessment

In accordance with P. L. 103-252, Human Services Amendments of 1994, Section 675(c)(13), States are required to secure from each eligible entity as a condition to its receipt of funding under the CSBG Act, a community action plan which includes: (1) a community needs assessment; (2) a description of the service delivery system targeted to low-income individuals and families in the service area; (3) a description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow up consultants; (4) a description of how funding under the Act will be coordinated with other public and private resources; and (5) a description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability and community revitalization. In keeping with this statutory requirement, a separate Community Action Plan is required as a supplement to each eligible entity's annual application for funding.

Planning for the needs of the low-income community is being facilitated in the State of New Jersey through county Human Services Advisory Councils (HSACs). These coalitions of social service providers, community leaders and public representatives utilize professional countywide needs assessments to determine annual social service goals. The Department of Community Affairs has agreed that the documents produced by the human service coalitions may serve, in part, to meet the requirement that CAAs submit needs assessments to the DCA as part of their community action plan. Using the HSAC's needs assessment will foster greater coordination among agencies, avoid the cost to the agencies of separate efforts, and will hasten planning and implementation of Block

Grant activities. The DCA also encourages the CAAs to complement HSAC needs assessments with targeted needs assessments of their own.

3. Tripartite Boards

In the application for funding, agencies eligible for CSBG funds will be required to document board representation with that set forth in Section 676B of the CSBG Act. Board composition and meetings will further be reviewed during periodic monitoring by the State during the period of the award and grantees are required to submit Board meeting minutes to the State for review and file.

4. State Charity Tax Program (Not Applicable)

5. Programmatic Assurances

a. Assurance '676(b)(1)

1. Activities that are funded by the CSBG Program are for the purpose of serving the low-income population of New Jersey (e.g. the elderly, handicapped, TANF recipients, the homeless, migrant and/or seasonal farm workers.) All individuals receiving services under the CSBG program meet the poverty guidelines established for this program. Eligible activities include:
 - i. Attaining self-sufficiency through comprehensive case management;
 - ii. Securing employment through job readiness counseling, job skills development, job training programs, and support services (i.e. transportation, resume preparation, access to job banks and fairs, life skills preparation, etc.);
 - iii. Attaining an adequate education through educational programs and initiatives that help the unemployed or underemployed gain access to the job market, which may include linkages with the Private Industry Council or JTPA sponsored training programs. Partnerships with local community colleges provide access to higher education for low-income persons. Several CSBG funded agencies provide actual "on-site" job training activities, preparing low-income population for entry into the labor market (i.e. culinary arts, automotive repair, child care certification, building and ground maintenance, house rehab and construction);
 - iv. Making better use of available income through credit counseling, economic literacy training, budget counseling, Individual Deposit Accounts (IDAs), and weatherization services;
 - v. Obtaining safe and secure housing by provide home repair services, housing counseling, weatherization services, and home maintenance education;
 - vi. Providing emergency assistance through emergency service stipends (to avoid evictions, utility cutoffs) and to provide assistance such as emergency food, emergency medical and dental services, emergency non-food items such as diapers, and baby products. Additionally, emergency assistance is provided through loans

and grants, or other means to meet the immediate and urgent individual family needs, encompassing the need for health services, legal counseling, housing and energy assistance.

- vii. Maintaining or developing greater participation in the community by establishing linkages and partnerships with educational institutions, faith-based institutions, local housing authorities, local government programs, local non-profits and organizations, other providers of social services as well as public and private resources in the community. Formulate a process for widespread replication of best practices garnered through successful grassroots activities.
2. Several CAAs administer youth programs that give priority to the prevention of youth problems and crime, and for collaboration with the community in meeting the needs of today's youth.

OCEAN, Inc. sponsors a summer camp for youth with the main purpose of providing intense drug education in a recreation/summer environment. Children are identified by the local school system as in need of drug counseling and intervention.

TRI-COUNTY COMMUNITY ACTION AGENCY sponsors a college trip week taking low-income youth on an extensive college tour so that higher education is made more accessible to poorer children.

MIDDLESEX CO. ECONOMIC OPPORTUNITY CORP. sponsors a summer work program whereby low-income youth obtain work experience, receive a small stipend, and benefit from recreational/social programs.

UNITED COMMUNITY CORP maintains a large community center that is the center of recreation, educational and social activities for low-income youth in Newark.

SOMERSET COMMUNITY ACTION PROGRAM summer youth leadership and empowerment programs address the needs of middle and high school students. The focus of these programs is to introduce these age groups to the necessary components that encourage success, confidence and good citizenship that they will need as adults in society.

PATERSON TASK FORCE has a scholarship award program that encourages low-income youth to continue their education by offering a monetary award to those high school students accepted into college.

3. Youth mentoring programs are addressing the community's needs by reaching out to low-income youth in crisis. In Mercer County, the Youth Ex-offenders Support Services, the YESS Program, is serving to work with young males up to age 18 that have had or at risk of having contact with the criminal justice system/ volunteers that are positive role models from the community serve as mentors. The program also includes supervised recreation, career and employment counseling.

After school programs at many of the state's CAAs are providing a safe haven for low-income children to receive tutoring, supervised recreation and nutritious snacks. It enables these children to be in a supervised setting as opposed to be left on their own devices in sometimes unsafe environments.

b. Assurance '676(b)(4)

All state CSBG funded eligible entities operate food pantries or make referrals to local food pantries in the service area. In addition, a number of CAAs provide congregate feeding programs, gleaning activities, operate regional food banks, so that nutritious food is made more available to the poor.

NORWESCAP capitalized on the overabundance of deer, by having local hunters donate deer meat to further bolster the nutritious food distributed by their regional food bank.

BAYONNE ECONOMIC OPPORTUNITY FOUNDATION as part of their congregate feeding program for the elderly, offers kosher meals to low-income seniors at one of the feeding sites.

Hot meals programs are offered by some CAAs to insure that low-income senior citizens and the disabled receive at least one nutritious meal daily.

c. Assurance '676(b)(5)

The CAA network is required to submit their own individual strategy annually on how they will coordinate and establish linkages between governmental and other social service programs to assure effective delivery of services to the poor and to avoid duplication of services. Most of the CAA network sit on their local HSAC, which serves to identify and coordinate services on a county level. In addition, CAAs are required to describe how partnerships and linkages are maintained in order to provide access to employment and job training programs. Some of the CAAs administer programs that provide actual job training and placement of TANF clients while others refer clients to job training and placement services.

The State OCS has participated on the New Jersey Workforce Investment Task Force and has actively advocated for CAA inclusion in statewide Workforce Investment initiatives to provide comprehensive job training and placement along with extensive social service support for New Jersey residents, particularly the unemployed and underemployed. Eligible entities are encouraged to have an active relationship with the Workforce Investment Boards (WIBs) with the objective of linking WIB employment activities with CAA programs.

The Paterson Task Force initiated a program providing participants training leading to licensure and secure employment. COACH USA, in conjunction with the PTF, offers the opportunity for program participants to become employed as bus drivers or chauffeurs providing a way out of dead-end, low-paying jobs into a career with advancement possibilities.

Through coordination of services between local welfare agencies and business training enterprises, low-income individuals are able to receive marketable skills training, literacy programs, and counseling services to assist with building foundations that allow for the ability to obtain employment. Many agencies are providing multi-faceted services that can enhance employment opportunities for the unemployed or underemployed.

d. Assurance '676(b)(6)

Most of the State's eligible entities receive Weatherization and LIHEAP funds to provide home energy assistance to low-income residents.

e. Assurance '676(b)(9)

Each CSBG funded entity is required to report annually the linkages and partnerships established with other social service providers in rendering services to low-income people in their target area. All of the State's eligible entities have established partnerships which are described in their annual applications for funding.

G. FISCAL CONTROLS AND MONITORING

1. State Program Monitoring

On-site visits are conducted by program representatives on a regular basis to ensure that contractual obligations are being fulfilled, programmatic goals are being achieved, and that services are being provided in a timely, efficient, and effective manner. Program representatives are responsible for identifying potential and actual problems, and aiding agencies in implementing corrective actions. If deficiencies are identified, a corrective action plan must be developed giving the agency time for remediation.

- a. Utilizing the DCA Field Monitoring Report format, program representatives ensure that all compliance requirements are addressed by the local agencies and that monitoring reviews and reports are standardized and consistent. Program representatives are responsible for providing or arranging for the provision of training and technical assistance to local agencies in areas of program planning, management, board responsibilities, duties and procedures.

A DCA Programmatic and Fiscal Report is filed by every agency quarterly. This report is due no later than 30 days after completion of the quarter. In order to receive reimbursement for expenses, the report must be accompanied by a signed invoice for payment.

All agencies are also contractually required to submit quarterly progress reports on their activities. Additionally, DCA program representatives will be conducting annual evaluations on the conduct and administration of the Community Services Block Grants. The results of these evaluations, with any recommendations for remedial action, will be shared with the agencies.

- b. Presently each of New Jersey's twenty-one counties are served by one or more CAA or LPA to ensure that low-income persons throughout the State receive assistance through any one of the twenty-eight grantees or the grantees' delegate agency(ies). Should there be a need for a newly designated entity the State will comply with the requirements under Section 678(B) of the Act.
- c. The agencies must ensure compliance with applicable Federal and State requirements and that the performance goals and objectives are being achieved in accordance with the Agreement. The agencies must continually monitor the performance of the government-supported activities to ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals and objectives are being achieved in accordance with the activities delineated.

The agencies shall inform the Department in writing of the following types of conditions which may affect project objectives and performance as soon as they become known:

- 1. Problems, delays, or adverse conditions which will materially affect the ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any Department assistance needed to resolve the situation.
- 2. Favorable developments or events which enable the time schedules and goals to be met sooner than anticipated or at less cost or to produce more work units than originally projected.

The Department may, at its discretion, make site visits to:

- 1. Review project accomplishments and management control systems;
 - 2. Provide such technical assistance as may be required; and
 - 3. Perform fiscal reviews to ensure that funds are being properly expended and in a timely manner.
- d. A special unit within the Department (Fiscal Monitoring Unit) exists to strengthen the State's fiscal controls. Among its priorities is the review of single audits submitted by designated agencies. A comprehensive fiscal monitoring is conducted by the Fiscal Monitoring Unit on an annual basis.

e. Eligible Entities and Date of Audit

<u>AGENCY</u>	<u>LAST AUDITED</u>
AHR	9/30/00
BEOF	1/31/01
BERGEN CAP	2/28/01
BURLINGTON CAP	2/28/01
CAMDEN OEO	2/28/01
CATA (FARM WORKERS)	10/31/00
CHECK-MATE	9/30/00
ESSEX CO.	9/30/01
HOPES	6/30/00
JERSEY CITY	6/30/01
MERCER CO.	12/31/99
MIDDLESEX CO.	6/30/01
N.J.A.C.	6/30/01
NJCAA	6/30/01
NORTH HUDSON CAC	1/31/01
NORWESCAP	8/31/01
OCEAN	12/31/00
PASSAIC CO.	12/31/00
PATERSON	10/31/00
PLAINFIELD	6/30/01
POWHATAN	9/30/00
SOMERSET CAP	8/31/01
TRI-COUNTY	6/30/01
UNION CO.	12/31/00
U.C.C.	12/31/00
U.P.O.	12/31/00
U.P.I.	9/30/00

2. Corrective Action, Termination and Reduction of Funding

DCA may suspend funding to a grantee when a monitoring, evaluation or independent audit report indicates noncompliance with an established policy, approved program, contract requirement, accounting procedure or fiscal control requirement. If problems identified are not corrected, DCA may terminate its contract with the local agency and reallocate the remaining funds to another eligible grantee. Action to reduce or terminate funding will not be taken until communication with the Governing Board fails to produce corrective action acceptable to DCA. DCA will consider the record, as well as past performance of the local agency, before reaching any determination. All reductions and terminations of funding for cause will be carried out in compliance with the provision of the 1991 New Jersey Community Action Agency Act and Section 678C of the Community Services Block Grant Act.

For the purpose of making a determination with respect to termination or a reduction below the proportional share of funding agencies received in the previous fiscal year, the term "cause" includes:

- a. A Statewide redistribution of funds under CSBG to respond to:
 - The results of the most recently available census or other appropriate data;
 - The establishment of a new eligible entity;
 - Severe economic dislocation; and
- b. Corrective measures to bring any agency or organization into compliance with the terms of its agreement to provide services under the CSBG Act. An agency's funds will only be withheld in the event that a corrective action plan's requirements for compliance are not accomplished within a time limit specified by the DCA.

An aggrieved community action agency shall be entitled to an administrative hearing in accordance with the "Administrative Procedure Act," P.L.1968, c 410 (C.52caps14B-1 et seq.), and the Uniform Administrative Procedure Rules, N.J.A.C. In accordance with the "Administrative Procedure Act," the Commissioner or designee shall issue the final decision in all cases. The request for a hearing shall be filed with the Commissioner within 15 days of the receipt of the Department of Community Affairs's decision.

If requested by the community action agency, the Commissioner's decision regarding the termination or reduction of funding shall be subject to the review of the Secretary of the U.S. Department of Health and Human Services, consistent with the CSBG Act.

3. Fiscal Controls, Audits, and Withholding

a. Assurance '676(b)(7)

The State will permit and actively cooperate with Federal investigations and reviews undertaken in accordance with Section 678D(b)(3) of the CSBG Act.

b. Assurance '676(b)(8)

All reductions and terminations of funding for cause will be carried out in compliance with the provision of the 1991 New Jersey Community Action Agency Act and Section 678C of the Community Services Block Grant Act.

c. Assurance '676(b)(10)

Agencies eligible for CSBG funds are required to document board representation in their applications for funding. The State will make every effort to ensure that governmental agencies endeavor to constitute a board whose composition is consistent with that set forth in Section 676B of the CSBG Act.

H. ACCOUNTABILITY AND REPORTING REQUIREMENTS

1. Results Oriented Management and Accountability

Since FY'97, Community Action Agencies (CAAs) have been required to participate in a Results Based Contracting (RBC) process. This involves the submission of quarterly reports, which provides for an accounting of both fiscal and programmatic outcome measures. The outcome units for each program are based on one or more of the six ROMA-defined National Goals for the Community Services Block Grant (CSBG) Program.

In implementing ROMA in the Community Action network, the Department of Community Affairs (DCA) under a federal OCS training and technical assistance contract and in conjunction with the statewide CAA association, participated in ROMA training intended to fully acquaint State and Association staff with the concepts and alternate approaches to ROMA implementation. The State is now developing a training and technical assistance program geared to help CSBG funded agencies transition to outcome-based management.

In a partnership between the state DCA, the New Jersey Community Action Association (NJCAA) and the National Executive Service Corps (NESC), training will be designed to assist CAAs in the transition from the current RBC approach, which focuses primarily on counting the number of people receiving a defined service, to a more ROMA oriented case management approach that will measure the progress of individuals and families as they move towards self-sufficiency. Consultants from the Federal OCS network will provide additional technical assistance when needed.

Case management is an important adjunct of ROMA as a strategy to help low-income families and individuals become increasingly self-sufficient. During calendar year 2002 the DCA will be utilizing the expertise of a case management trainer/consultant to provide regional workshops in the principles of case management to include: assessment; goal setting; on-going supports and the necessity of maintaining client records that describes the individuals'/families' transition to self-sufficiency. During calendar year 2003 focus will be placed on site based assessments and, where needed, technical assistance in applying the methods and skills learned during training to actual service delivery and management.

2. Annual Report

The State will prepare and submit an annual report upon completion of FY 2002 as required under Section 678E(2) of the Act to the Secretary by March 31, 2003 on the measured performance of the State and its eligible entities.